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COPY

13 AUGUST 1962

MEMORANDUM FOR: MR. KIRKPATRICK

SUBJECT : REVIEW OF T/O FOR CABLE SECRETARIAT-MESSAGE CENTER

1. ATTACHED IS A MEMORANDUM PREPARED FOR YOUR SIGNATURE REQUESTING THAT A STUDY BE MADE OF THE CABLE SECRETARIAT IN ORDER TO ASCERTAIN WHETHER WE HAVE AN ADEQUATE T/O IN TERMS BOTH OF NUMBERS AND GRADES.

2. FOR YOUR INFORMATION, WHAT WE ARE SEEKING IS A REMOVAL OF THE PRESENT CELLING

TOOK ON THE DISSEMINATION OF NON-CIA CABLES.

3. WE ARE ALSO ASKING THAT A NUMBER OF POSITIONS BELOW GS-12 BE UPGRADED -- NO CHANGE ABOVE A GS-12. WE ARE PREPARED TO MAKE OUR CASE ON VOLUME OF WORK AND THE NEED TO ESTABLISH THE SAME GRADES FOR THE SAME WORK IN SUFFICIENT NUMBERS TO COVER THREE SHIFTS. AS A RESULT OF NUMEROUS CHANGES OVER THE YEARS, SUCH IS NOT NOW THE CASE.

4. FOR YOUR INFORMATION, THE SUBJECT OF T/O AND WORK CAME UP AT THE MANPOWER BOARD MEETING OF LAST THURSDAY AND [REDACTED] SAID THAT ON THE FACTS PRESENTED IT APPEARED WE WERE ASKING FOR A REASONABLE INCREASE.

STATINTL T!

CABLE SECRETARY